

BEST PRACTICES FOR SCRAPBOOK COLLECTIONS IN CONTENTdm: LESSONS FROM THE UNIVERSITY ARCHIVES SCRAPBOOK COLLECTION AT THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

Anna Craft

David Gwynn

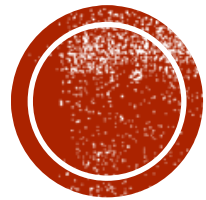
Kathelene McCarty Smith

The University of North Carolina at Greensboro

CONTENTdm Southern Users Group

Columbia, South Carolina – 21 May 2014



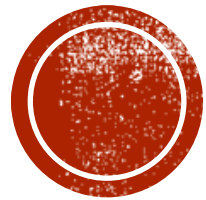


INTRODUCTION

WHO WE ARE

- **Anna Craft**
Metadata Cataloger
- **David Gwynn**
Digital Projects Coordinator
- **Kathelene McCarty Smith**
Artifacts, Textiles, Digital Projects Archivist





ABOUT THE COLLECTION



STARTING THE PROJECT

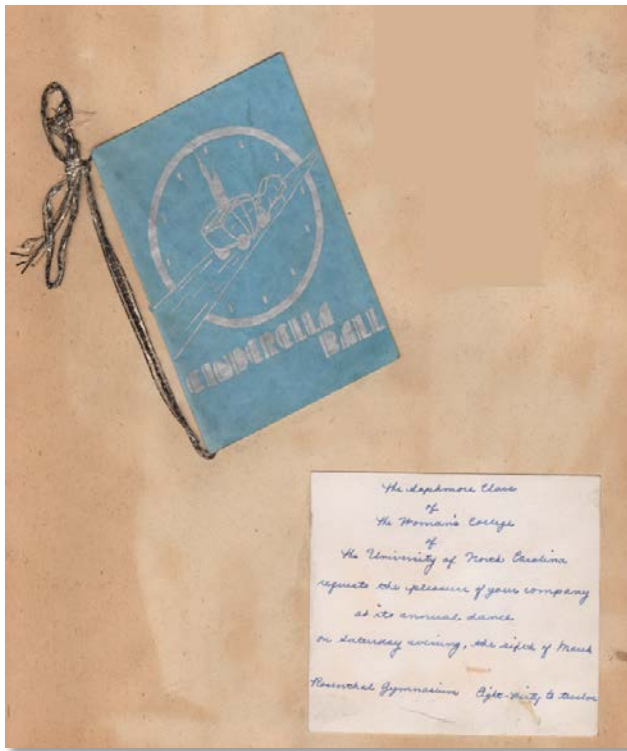


THE COLLECTION

- 244 scrapbooks housed in the University Archives
- Most are commercially made scrapbooks/albums
- Created by students and staff
- Institutional focus (not created for individual students)
- Years ranging from 1906 – 2002
- Sizes ranging from 6" x 4 $\frac{3}{4}$ " to 25" x 19 $\frac{3}{4}$ "
- Page count between 10 and 50 – two sided
- Collection was unprocessed, some were cataloged



VARIED & UNIQUE CONTENT



CONDITION

- Most in fragile condition
- In various states of disrepair
 - poor paper quality
 - discolored pages
 - holes, rips, etc.
 - detached items
 - flora and fauna
- Items attached to the pages by glue, tape, photo corners, and other adhesives
- Folded papers, disassembled binding, etc.



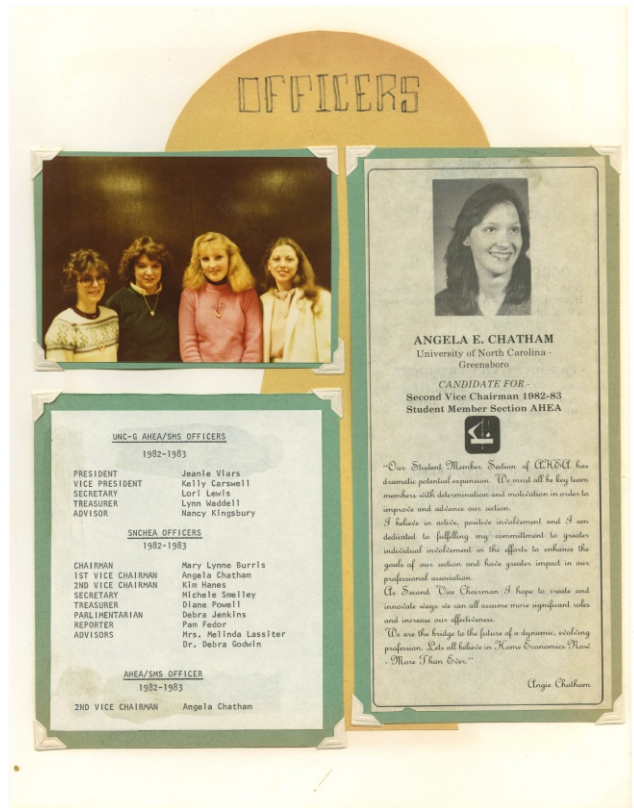
SCRAPBOOK CREATORS

- The scrapbooks were created for:
 - Academic associations
 - Academic departments
 - Campus events and activities
 - Dormitories
 - Individual classes
 - Student organizations



ACADEMIC ASSOCIATIONS

North Carolina Home Economics Association (1982)

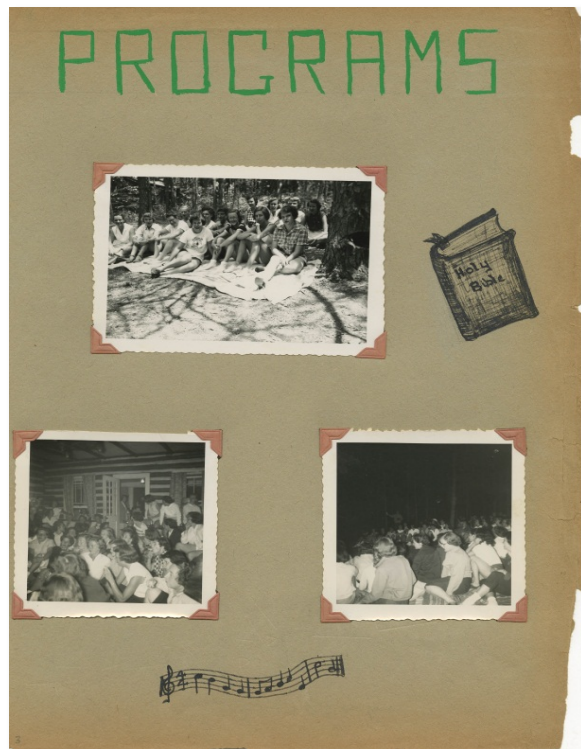


Delta Pi Epsilon (1974-1977)



ACADEMIC DEPARTMENTS

Physical Education, Junior Majors Camp (1953)



Theatre Department (1979-1981)

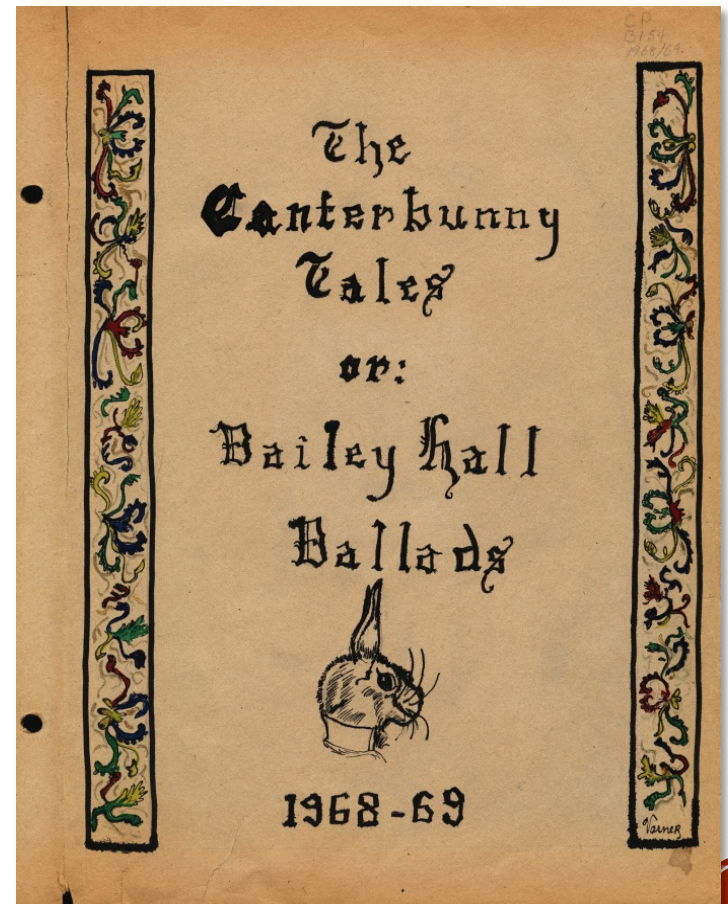


CAMPUS EVENTS AND ACTIVITIES



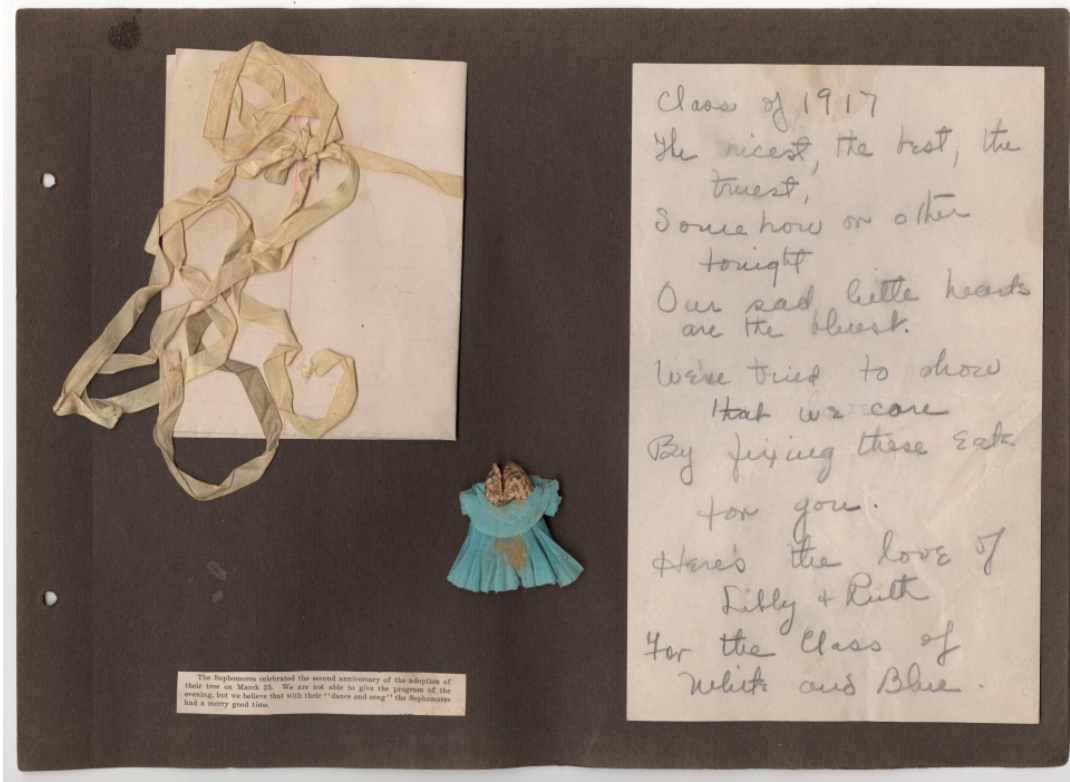
DORMITORIES

1960s



INDIVIDUAL CLASSES

Class of 1917

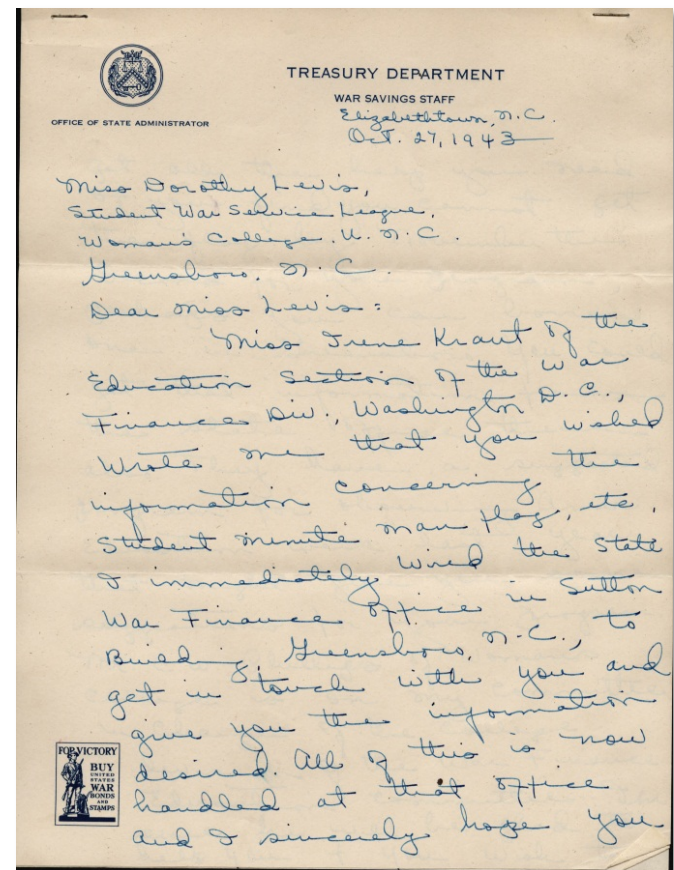


Peanut in Alice Blue
Gown



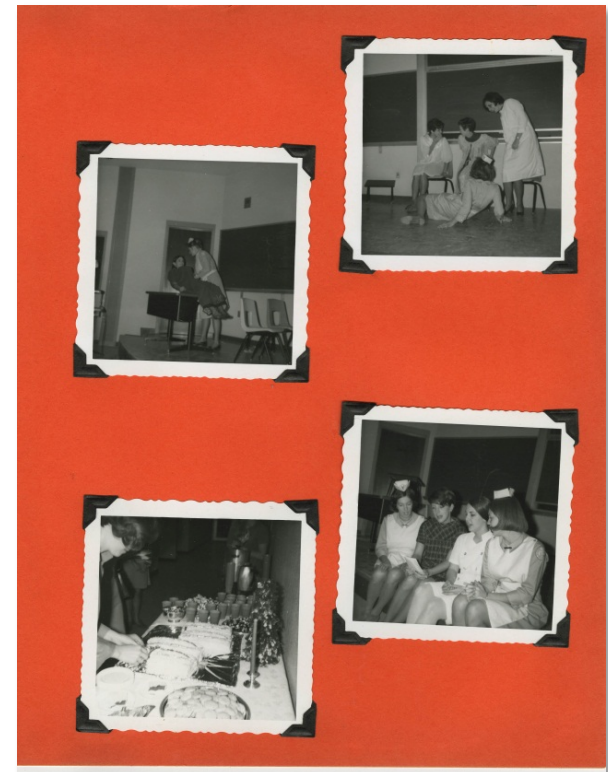
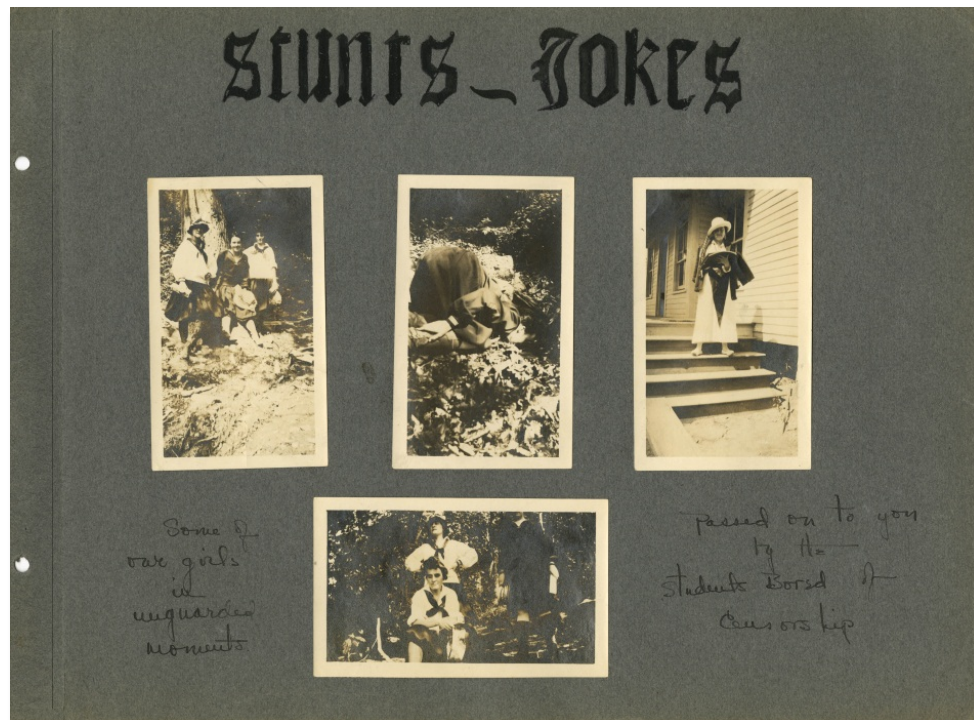
STUDENT ORGANIZATIONS

War Service League (1943-1944)



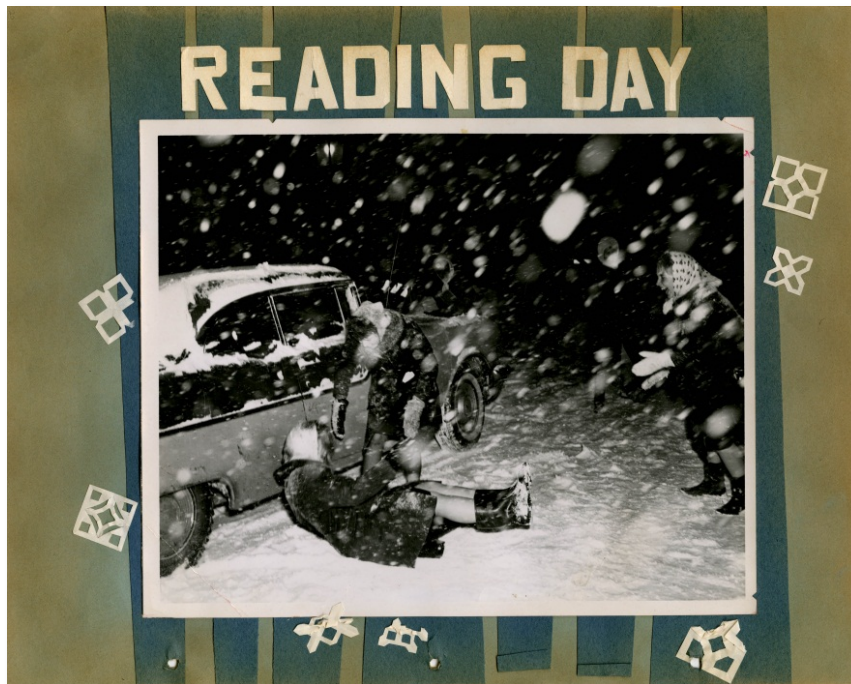
STUDENT ORGANIZATIONS

Y.W.C.A.



SIGNIFICANCE

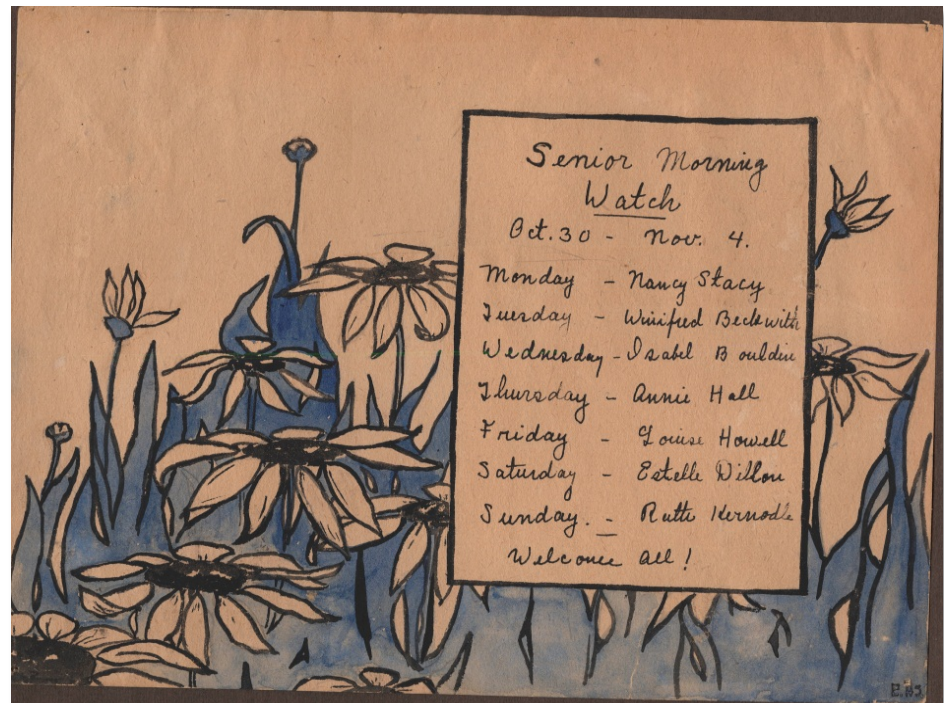
- Glimpse of history through the students' eyes



PAM WILSON	FLIP NENADAL
1. Place of Birth: Duke Hospital - Durham	1. Place of birth: Cleveland, Ohio
2. Age: 20	2. Age: 11/4/57 21 years old
3. What's your favorite food? Spaghetti	3. What makes you angry? My forgetful roommate! My brother comes down and sits on the couch opposite the things they hang.
4. What frightens you? Getting out of school (without any money!)	4. What is your wardrobe like? Rather dumpy, short, yet comfort- able, & typically "me".
5. What person would you most like to meet? George M. Brown	5. Who's your favorite movie star? Burt Reynolds (Burt has a very expensive Taylor!)
6. What do you like most about the opposite sex? Their appeal!	6. What makes you laugh? Being stupid!
CAROL VOGLER	HENRI WEAVER
1. Place of Birth: Winston-Salem, N.C.	1. Place of Birth: Washington, D.C.
2. Age: 20 yrs. Old	2. Age: 20
3. What is your favorite car? 1929 Packard	3. Favorite tv. program: The Bullwinkle Show next favorite - Star Trek
4. If you could describe yourself as a storybook character, who would you be? Alice Kane	4. Favorite Sport: Daydreaming
5. What's the silliest thing you could buy for \$100? Marshmallows	5. What is your ultimate ambition? To be Mrs. Bryan L. Boulter
6. What is your fondest wish? Happiness!!	6. If you had unlimited cash, what would you buy first? A 1929 Packard for Carol.

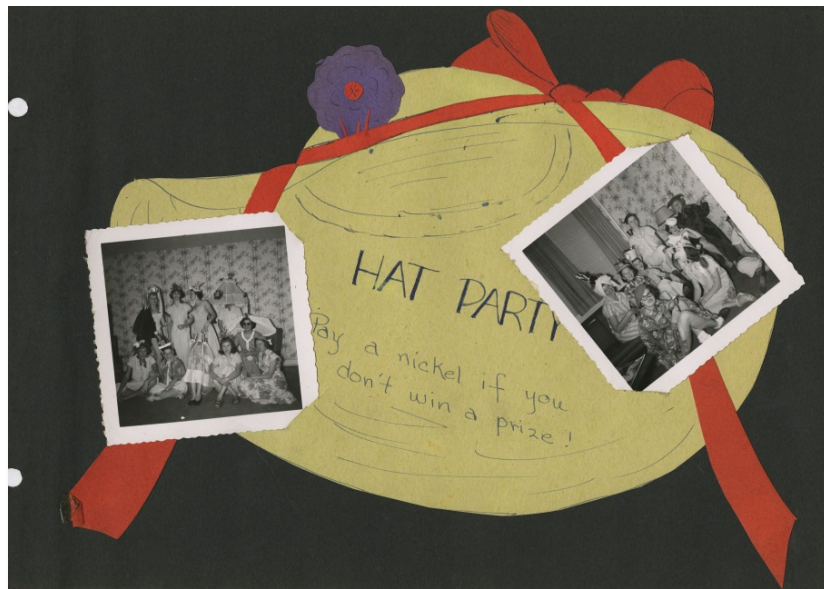
SIGNIFICANCE

- Comprehensive information about unique campus events and traditions



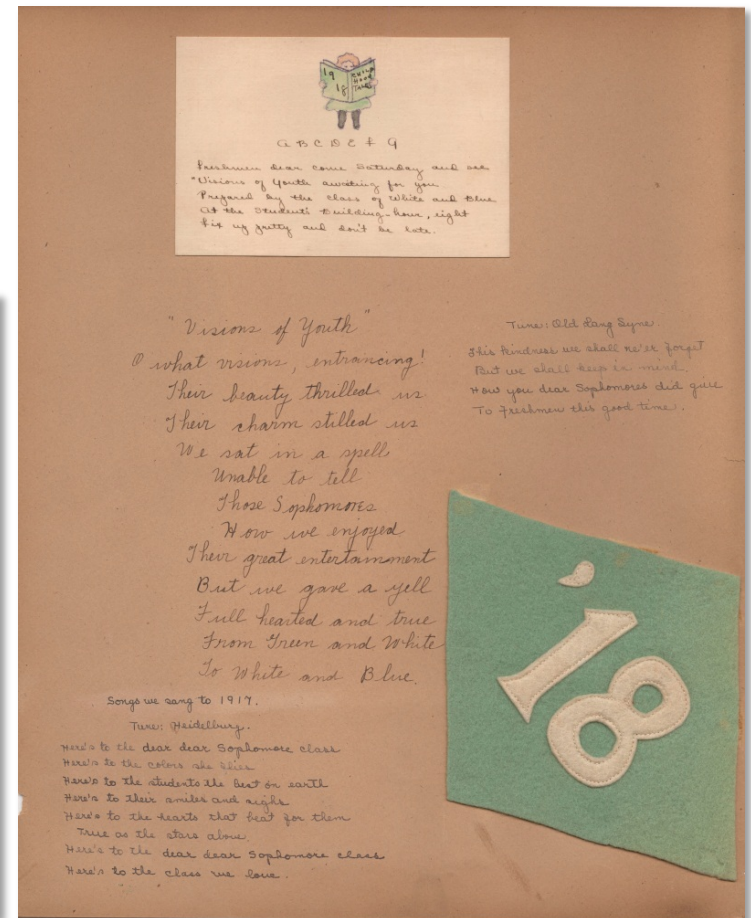
SIGNIFICANCE

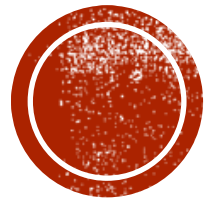
- Candid photographs
- Distinctive art and ephemera



SIGNIFICANCE

- Class songs and poems
- Correspondence





PLANNING



INITIAL PLANNING

- Project proposal:
 - Digital Projects Priorities Team
 - Annual review process
 - Permits assignment of resources

Digital Project Proposals, New

Your name: _____

Subject or brief title of project: _____

1. In a sentence, summarize your proposed project.
2. Describe the materials/collection that will constitute the digital project. What are the primary format(s), content/subject matter, and number of items?
3. Are the materials or the project concept rare or unique? In what way? Please state if the project content is found in other published forms or if there are similar digital projects online.
4. Does the project enhance institutional curriculum, departmental mission, or library goals? In what way?
5. Do the materials/project have significant historic or research value? What is it?
6. If appropriate, describe the physical control and condition of the collection. How is it currently stored, preserved?
7. Describe the current intellectual control of the collection/project content. Is it cataloged? Are the contents indexed, listed in a spreadsheet? Will additional indexing enhance existing intellectual control and the content's/project's use?
8. Does UNCG own copyright and other rights to the materials, or are they in the public domain? If yes, how do we know that? If not, how difficult do you think it will be to secure appropriate permissions?
9. What do you think can be accomplished on this project next semester? What personnel (who/ hours/wk) and other resources can you commit to the project?
10. Can you suggest any potential external funding sources?



RESOURCE PLANNING



- Creating the project team
 - Special Collections & University Archives
 - Cataloging
 - Electronic Resources & Information Technology

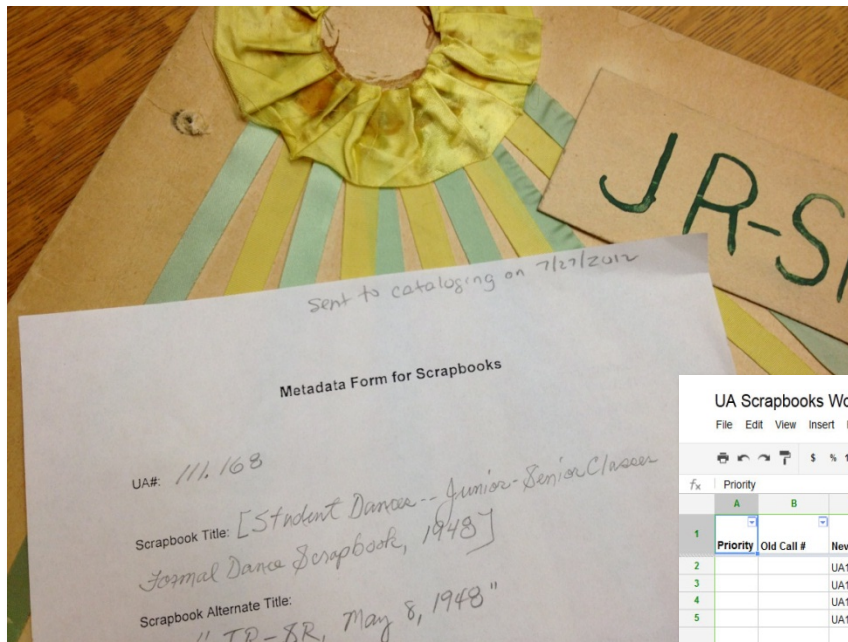


COLLABORATIVE CHALLENGES

- Terminology
 - File? Folder? Record?
 - Universal translator?
- Communication styles
- Comfort with technology
- Physical space



LOGISTICAL PLANNING



Tracking issues:

- Google Drive vs. paper form

UA Scrapbooks Workflow ☆

File Edit View Insert Format Data Tools Help All changes saved in Drive

fx Priority

	A	B	C	D	I	J	K	L
	Priority	Old Call #	New Call #	Scrapbook Title	To DP	Scanned	QC	Returned to SCUA
1			UA111.001	American Home Economics Association - Student Member Section Scrapbook	1/3/2012	ER 01/03/12	DG 1/5/12	DG 1/9/12
2			UA111.002	American Home Economics Association - Student Member Section Scrapbook	1/3/2012	ER 1/5/12	DG 1/6/12	DG 1/9/12
3			UA111.003	American Home Economics Association - Student Member Section Scrapbook	1/9/2012	ER 1/10/12	DG 1/10/12	DG 1/10/12
4			UA111.004	American Home Economics Association - Student Member Section Scrapbook	1/9/2012	ER 1/9/12	DG 1/10/12	DG 1/10/12
5								
6								
		1 CP B154s	UA111.005	Bailey Hall Scrapbook	7/29/2011	SH 08/15/11	DG 8/16/11	DG 8/16/11
7								
		1 CP B154s	UA111.006	Bailey Hall Scrapbook	7/29/2011	CC 08/15/11	DG 8/16/11	DG 8/16/11
8		CB M162a3	UA111.007	Charles Duncan McIver's Death Scrapbook	1/9/2012	SAH 1/18/12	DG 1/18/12	DG 1/18/12



METADATA PLANNING

To cataloging on 3-22-2012

Metadata Form for Scrapbooks

UA#: 111.8

Scrapbook Title: [Class of 1917 Scrapbook]
No Title

Year (or range):
 1913-1917

Creator:
 Class of 1917 students

Contributor(s):

Physical description:

Cover dimensions (Length-width in centimeters):
 28.6 cm - 38.7 cm

Approximate number of sheets:
 100

Cover materials/notes:

Condition notes:
 cover dismantled for scanning and preservation
 good

Content formats:

Textiles
 publication clippings
 drawings
 invitations
 Song lyrics
 poems
 programs
 Correspondence
 ephemera
 dance card
 ticket stub

Photographs
 poster
 Ribbons
 Calling Cards
 Dried Flowers

Specific content notes:

Class of 1917 Felt Armband - dried flowers from Class
 Freshmen Class list - petition by students to leave
 Scrapbook decorated with drawings, ephemera caps and
 invitation to Freshmen Halloween Party gowns at
 Photographs and poems from Evangeline Production Commencement
 Lyrics for Tree Song as well as to other miscellaneous songs
 Program from "Vision of Youth" with photographs
 Piece of Felt with '18, piece of satin with '19
 Invitation and Ephemera from "Sophomore-Junior Cup" hockey
 Photographs from student life, students wearing symmetry, tennis players,
 peanut decorated in a blue dress hair, etc, production
 Programs for prayer service, class Day, Commencement, Banquet, The Ambassadors
 Correspondence between classes Class Banquet Photograph
 "Class roll 1914-1915" Booklets (the Songs of)
 "Sophomore Lunch Room Sign" 1917
 "Sophomore Stunt" Menu - account of reception at home of
 "Sophomore to the Junior-Senior Basket Ball" - account of Field Day
 Invitations to the Junior-Senior Halloween party
 Festival Night Program, Tree Night Wood ring
 Banquet Program and menu, Field Day Ribbons, 1917
 Senior Privilege list, Home House Photograph
 Morning Watch posters, Forest Home fire photograph



METADATA PLANNING

SCRAPBOOK DESCRIPTIVE CODES

EXCELLENT:

Excellent condition; Structure fully intact with no visible surface flaws (stains, soiling, tears, holes, and/ or alterations, etc.)

VERY GOOD:

Minimal signs of use. Structure fully intact with few visible surface flaws (stains, soiling, tears, holes, and/ or alterations, etc.)

GOOD:

Typical signs of wear due to use. Structure mostly intact with minor surface flaws (stains, soiling, tears, holes, and/ or alterations, etc.)

FAIR:

Signs of regular use, structural damaged, and/or moderate surface flaws (stains, soiling, tears, holes, and/ or alterations, etc.)

POOR:

Signs of extensive use, significant overall deterioration, and/ or surface flaws (stains, soiling, tears, holes, and/ or alterations, etc.) Preservation action may be needed.

ADDITIONAL NOTATIONS:

ALT = Alteration(s)/ Repair(s) Previously Made

PN = Preservation Needed

CCB = Crumbling, Cracked, and/or Brittle

RTH = Rip(s), Tear(s), and/ or Hole(s)

HS = Heavily Stained

SD = Structurally Damaged

LM = Loose Material

SR = Spine Removed

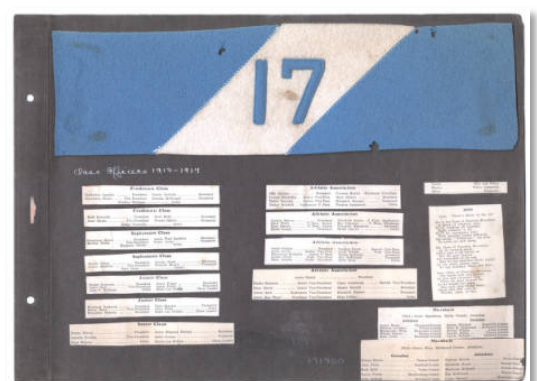
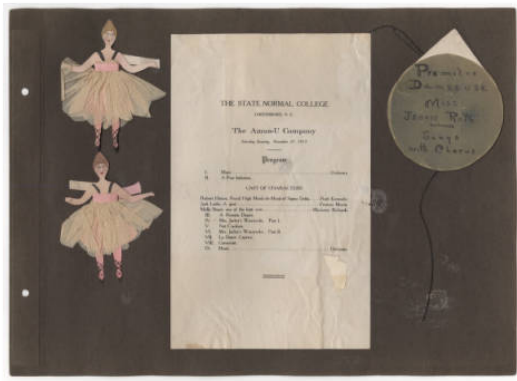
MP = Missing part(s)

SS = Slightly Stained

MS = Moderately Stained



METADATA PLANNING



METADATA OVERVIEW

- Dublin Core Scheme
 - History of local use
 - Facilitation of cross-collection searching in CONTENTdm
 - Harvesting via the WorldCat Digital Collection Gateway and NC Digital Heritage Center / DPLA



METADATA PLANNING

Title	The Carolinian [April 10, 2013]
Date	2013-04-10
Volume	93
Number	28
Editor	Coy, Kacie
Subject-LCSH	University of North Carolina at Greensboro College student newspapers and Student publications--North Carolina Student activities--North Carolina
Geographic location	Greensboro (N.C.)
Description	The April 10, 2013, issue of The



OPTICAL CHARACTER RECOGNITION

UNCG delegation membership list

OFFICERS:

DCP: Robert Posluszny "Hammer-Time" Posluszny
 V-DCP: Amber Leonard Jungle Woman
 SECRETARY: Amy Pruitt Camera Hog

DELEGATES:

Chuck Brewer "The Chuckster"
 Michael Burnette The Invisible Guy
 Tim Carter Booger
 Tom Causey tHom's evil twin brother
 Tracy Cioffari Exiled in Asheville
 Thom Courcelle The Mad Meistro
 Mary Haug "Don't give me a drink."
 David Hwang That's Hwang.
 Nicole Judkins The Goddess
 Myles Layton The Running Man
~~Crystal A. Mounts~~ ~~Executive Secretary~~ (oops, wrong school)
 Rod Overton Don't Call me Rodney, man!
 Robert Racz "Break it Down!"
 Teresa Vera The Green Girl
 Jennifer Waldrop Wal-flower
 Jeffrey Weeks Wee-Wee
 Shayne Weyker Stone Face
 The "Rob Doll" Not just another gavel

HONORARY MEMBER:

Charles Taft Brownie Charles

INTERN:

Barbara Duffy One-Beer Barbara

ADOPTED MEMBERS:

Rob Young & John Bowman "The Guys From UNC-A"

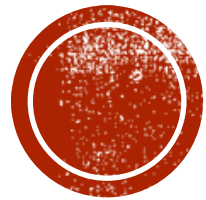


CONTROLLED VOCABULARIES

- Controlled vocabularies
 - LCSH
 - Used for broad, over-arching headings
 - Set headings applied to all items
 - Examples: Scrapbooks; University of North Carolina at Greensboro—Students
 - Local
 - Used to describe specific item types
 - Individualized by scrapbook

Content terms for scrapbook materials	
Term	Source
advertisements	AAT, TGM
blueprints	TGM
brochures	AAT
Class Day programs	local
Christmas programs	local
commencement programs	local
committee reports	local
correspondence	AAT, TGM
dance cards	AAT, TGM
doodles	AAT
drawings	TGM
dried flowers	local
ephemera	AAT, TGM
essays	AAT
fliers	AAT, TGM
greeting cards	AAT, TGM
Gym Meet programs	local





DIGITIZATION



DIGITIZATION CHALLENGES

- Physical and intellectual control

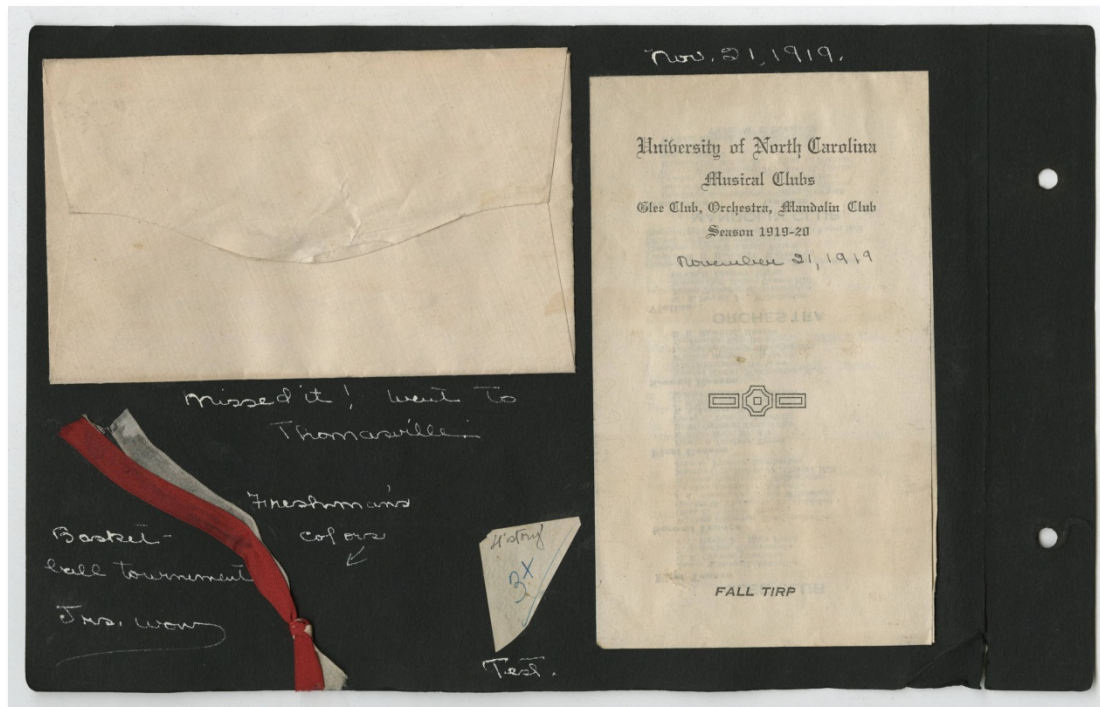


DIGITIZATION CHALLENGES

- Scanning standards
 - Access or preservation?
 - Resolution?
 - File-naming convention?



DIGITIZATION CHALLENGES



- Condition and size
- Fragility
- Foldouts and attached items



FOLDOUTS AND ATTACHMENTS

- How to scan without damaging?
- How to store the images?
- How to display online?



SIMPLE



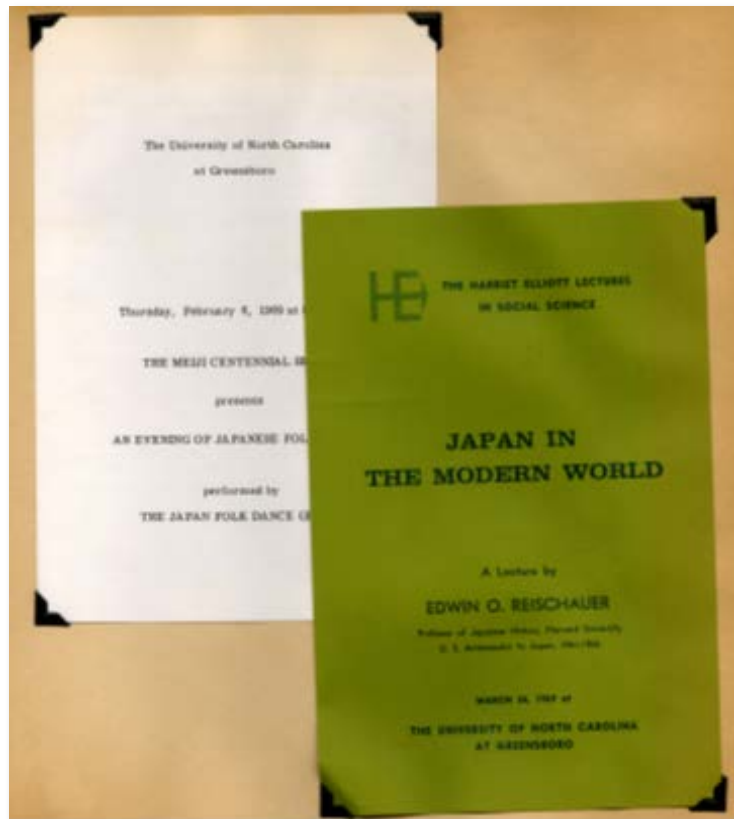
.!.!



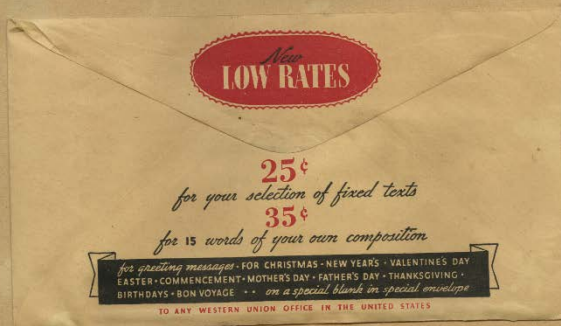
Kind of late to start
your projects - isn't it?



FAIRLY SIMPLE



LESS SIMPLE



CLASS OF SERVICE	WESTERN UNION	1201	SYMBOLS
This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.	R. B. WHITE PRESIDENT NEWCOMB CARLTON CHAIRMAN OF THE BOARD J. C. WILLEVER FIRST VICE-PRESIDENT		DL = Day Letter NT = Overnight Telegram LC = Deferred Cable NLT = Cable Night Letter Ship Radiogram

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

QA11 50 NT=KNOXVILLE TENN 14
MISS LOUISE PANIGOT=
COLLEGE PL CHURCH GREENSBORO NCAR=

1940 SEP 15 AM 8 10

DEAR LOUISE AND GIRLS HAVE BEEN THINKING OF YOU ALL
WEEK HOPE EVERYTHING IS GOING AS YOU WISH I KNOW THAT
WESLEY FOUNDATION WILL HAVE FINEST AND BEST YEAR IT
HAS EVER HAD UNDER THE SPLENDID LEADERSHIP OF THE
DIRECTOR AND COUNCIL LOVE AND BEST WISHES TO ALL OF YOU=
ANN DOSSER JOURLOMON.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE



INTERNATIONAL RETREAT

Chapel Hill, N. C., Sunday, Feb. 11, 1934
Hosts: University Y.M.C.A.

Sponsored by: The North Carolina Council of Student Christian Associations (Composed of all Student YMCAs and YWCAs in the state).

150 delegates expected from the colleges and universities of North Carolina.

Registration fee, 25c. Tickets to International Dinner, 50c.

Students from 18 foreign countries invited as conference guests.

Dr. T. Z. Koo, Chinese Christian Statesman, will be the principle speaker.

TENTATIVE PROGRAM

9:30 A.M. - Registration at the Y.M.C.A.

10:00 A.M. - Business meeting - New West Building - Rosamelle Cash, presiding.

11:00 A.M. - Formal Address by Dr. Koo - "My Interpretation of Jesus" - at the Methodist Church - Public invited - CCA delegates seated in body in specially reserved section.

1:00 P.M. - International Dinner, at Graham Memorial, for delegates only. Program at this dinner will be a five-minute paper by a student from each country present, on "Fare Students of My Country Play in Public and National Life". These 18 countries represented in the schools of the state.

4:00 P.M. - Forum of the CCA delegates on, "The Trend Towards a United Student Christian Movement" - led by Dr. Koo or Mrs. Elizabeth Smith Harrington. - in the Presbyterian Church.

6:00 P.M. - The University Y.M.C.A. will provide sandwiches and chocolate at the supper hour for visiting delegates at the Presbyterian Church.

7:30 P.M. - Formal Address by Dr. Koo - on some world topic of his selection - at the Methodist Church - Public invited - with conference delegates again seated in body in a specially reserved section.

Senator J. M. Washington,
Dear Mr. B. S. _____
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group: "It i
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INTERNATIONAL

North Carolina Y.M.-Y.W.C.

February 11, 1934

1:00 P.M.

Graham Memorial Bang

50c per Plate

For Miss Killingsworth:

(List of Students who are
Conference at Chapel Hill)

Lois Terry
Gertrude Litchner
Martha Hines
Olga Hall
Hannah Willis
Sara Rogers (Sara is going with me for an
Executive Conference this afternoon)

P.C. 1934

Chapel Hill, W. C., Sunday, Feb. 11, 1934
Hosts: University Y.M.C.A.
Sponsored by: The North Carolina Council of Student Christian
Associations (Council of all Student YMCA's and
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150 delegates expected from the colleges and universities of North
Carolina.
Registration fee, 25c. Tickets to International Dinner, 50c.
Students from 18 foreign countries invited as conference guests.
Dr. T. Z. Kuo, Chinese Christian Statesman, will be the principle
speaker.

9:30 A.M. Registration at the Y.M.C.A.
10:00 A.M. Business meeting - New West Building - Rosenshield Court, Pasadena
11:00 A.M. Foreal Address by Dr. Koo - "My Interpretation of Jesus" - at the Methodist Church - Public invited - CCA delegates seated in body in specially reserved section.
1:00 P.M. International Dinner, at Graham Memorial, for delegates only. Program at this dinner will be a five-minute paper by a student from each country present, on "Wart Studies of My Country Play in Public and National Life". Delegates from 26 countries represented in the symbole of the state.
4:00 P.M. Forum of the CCA delegates on "The Trend Towards a United Student Christian Movement" - led by Dr. Koo or Mrs. Elizabeth Smith Harrington. - in the Presbyterian Church.
6:00 P.M. The University Y.M.C.A. will provide sandwiches and chocolate at the supper hour for visiting delegates at the Presbyterian Church.
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INTERNATIONAL L.
North Carolina Y.W.-Y.M.
February 11, 194
1:00 P.M.
Graham Memorial Banquet
50¢ per Plate

Lone Perry
 Gertrude Hatcher
 Martha Hiebet
 Olga Mello
 Hannah Willis
 Sara Bogert (Sara is go down with me for an
 Executive Conference this afternoon)

P.C. Cripp

Greensboro, N.C.
Feb. the 7th, 1934

The President of the United States
The White House
Washington, D.C.

Dear Mr. President:

at a recent meeting of a small interracial faculty-student group from some of the colleges in and near Greensboro, we were instructed to send you the following message as coming from this group: "We wish to endorse your statement made recently concerning mob violence. It is our earnest desire that you lend your utmost support to the passing of a federal anti-lynching bill".

Virginia Simmons, Bennett College, chairman

Martha Misset, 'Tomana' College U. of H.C., Secretary

non delegates seated in body in specially reserved section.

1:00 P.M.- International Dinner, at Graham Memorial, for delegates only. Program at this dinner will be a five-minute paper by a student from each country present, on: "Part Students of My Country Play in Public and National Life". These 18 countries represented in the schools of the state.

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CLASS OF SERVICE
This is a full-rate

WESTERN
UNION (54)

SIGNS
DL = Day Letter
NM = Night Message
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
Thin Radiogram

and hot
egates.-

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invited
bdy

Greensboro, N.C.
Feb. the 7th. 1934

St., Greensboro, N. Car. 1934 FEB 9 AM 9 55

ILL NCAR 9 939A

CRISP=

GE UNIVERSITY OF NORTH CAROLINA

MEETS FIVE PM SATURDAY AT MY HOUSE=

COPY

Senator Josiah Bailey
Washington, D.C.

Dear Mr. Bailey:

At a recent meeting of a small interracial faculty-student group from some of the colleges in and near Greensboro we were instructed to send you the following message as coming from this group: "It is our earnest desire that you lend your utmost support to the passing of some form of anti-lynching bill."

Virginia Simmons, Bennett College, chairman

Martha Nisbet, Woman's College, U. of N.C. m. sec.

can delegates seated in body in specially reserved

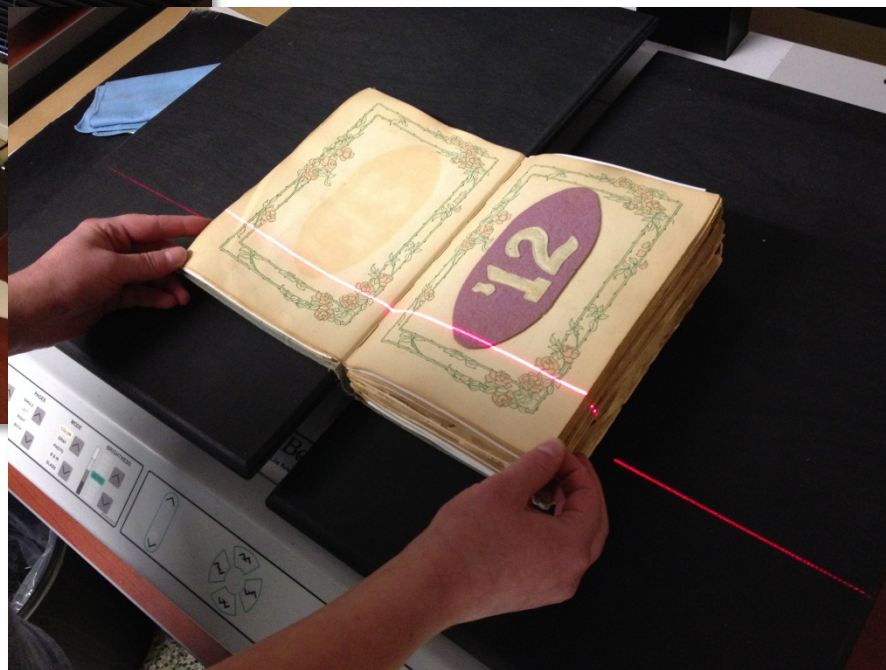
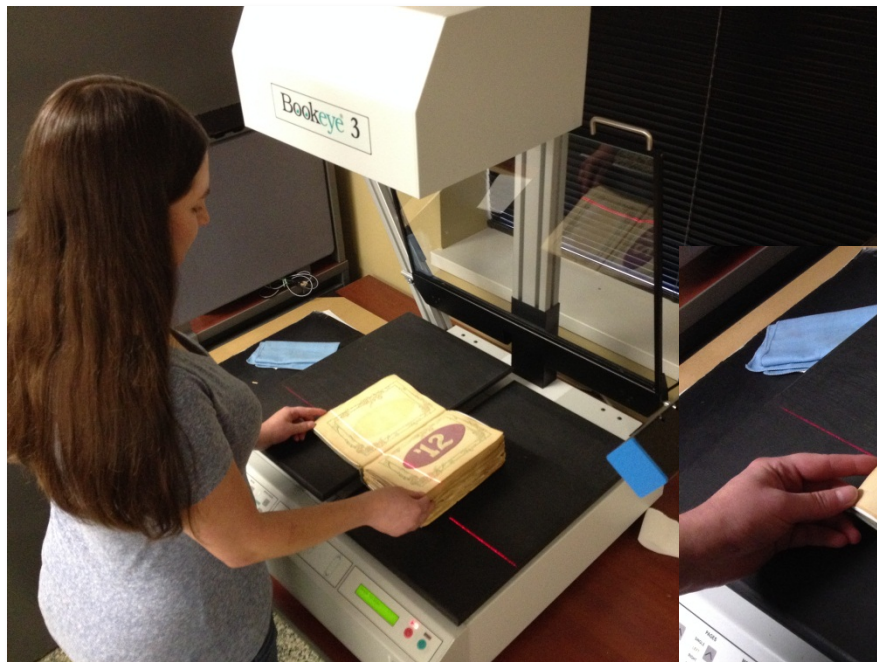
WESTERN UNION GIFT ORDERS SOLVE THE PERPLEXING QUESTION OF WHAT TO GIVE



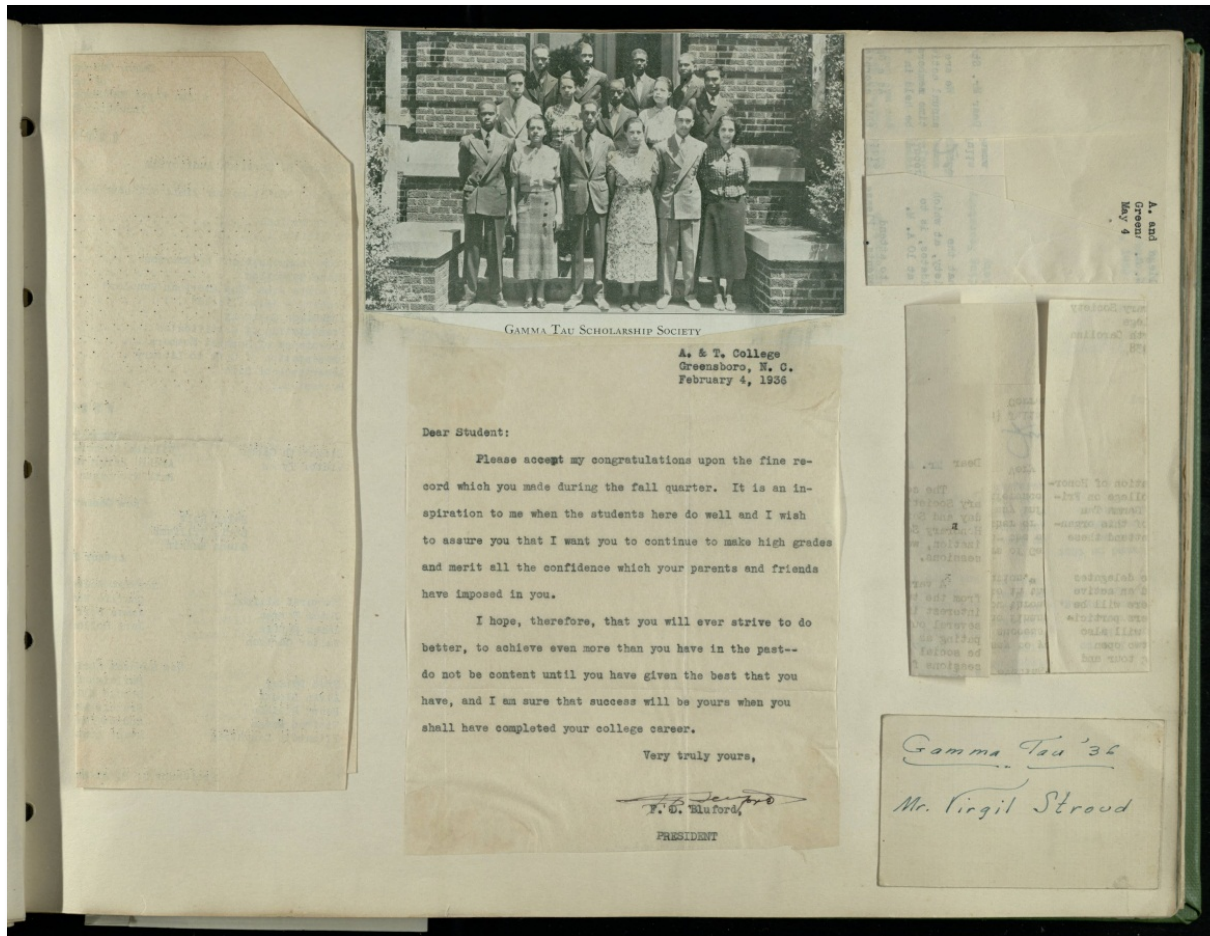
FLATBED SCANNING



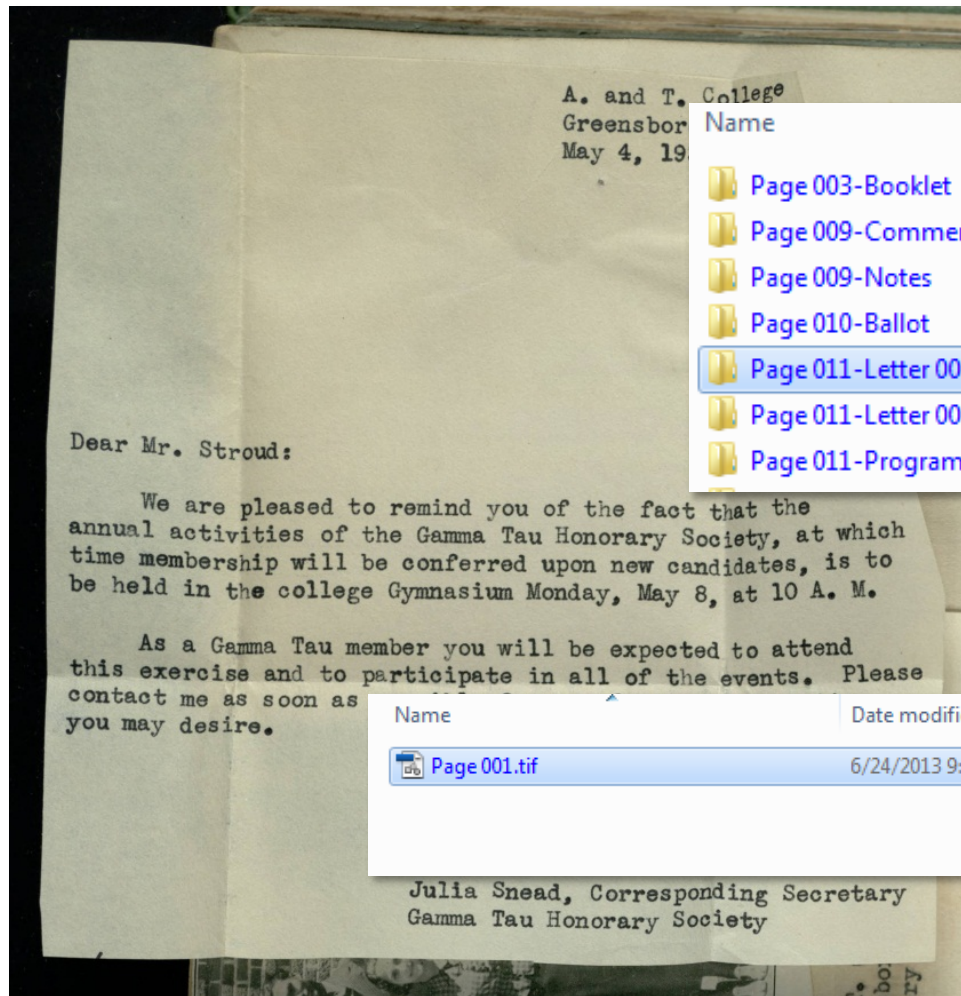
OVERHEAD SCANNING, EVENTUALLY...



MASTER PAGE SCAN



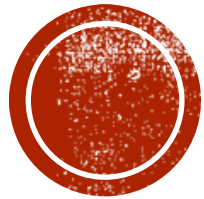
FOLDOUT



Name	Date modified	Type
Page 003-Booklet	10/4/2013 10:45 AM	File folder
Page 009-Commencement-Program	10/3/2013 2:41 PM	File folder
Page 009-Notes	10/3/2013 2:41 PM	File folder
Page 010-Ballot	10/4/2013 10:46 AM	File folder
Page 011-Letter 001	10/3/2013 2:41 PM	File folder
Page 011-Letter 002	10/3/2013 2:41 PM	File folder
Page 011-Program	10/3/2013 2:41 PM	File folder

Name	Date modified	Type	Size	Dimensions
Page001.tif	6/24/2013 9:50 AM	TIF File	9,163 KB	1741 x 1792





METADATA CREATION



METADATA WORKFLOW

Original

- Online data capture
- Digital Projects: capture and record basic info
- Archivists: capture and enter standardized descriptive data
- Catalogers: set standards, provide quality control and training

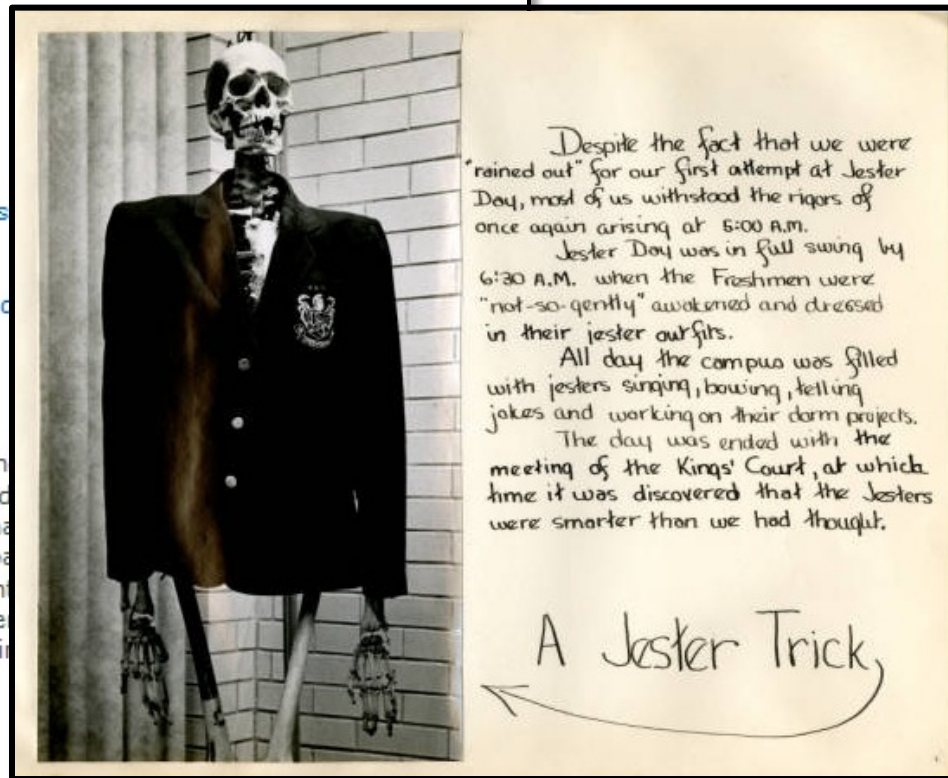
Revamped

- Hybrid paper and online data capture
- Digital Projects: capture and record basic info
- Archivists: capture and record free-form descriptive data
- Catalogers: set standards, standardize and enter descriptive data, provide quality control and training



METADATA EXAMPLE

Title	[Class of 1966 scrapbook]
Title (transcribed)	Class of 1966
Date	1962-1966
Creator	University of North Carolina at Greensboro. Class of 1966
Subject-LCSH	Scrapbooks University of North Carolina at Greensboro--Student activities--North Carolina--Greensboro
Place	Greensboro (N.C.)
Description	This scrapbook, created by representatives of the senior years of the Class of 1966. Photographs of campus, Junior Show, Junior Marshals, gymnasium, monthly summaries of campus activities; newspaper "Bourbon Street" (Freshman Talent Show), Parent reports; election ballots for Junior house president could not be the commencement speaker. Paintings of
Type	Image
Original format	Class Day programs commencement programs correspondence ephemera newsletters clippings paintings photographs lyrics textiles scrapbooks



DESCRIPTION EXAMPLE

Description

This scrapbook, created by representatives of the Class of 1966 of The University of North Carolina at Greensboro, contains materials relating to the freshman through senior years of the Class of 1966. Photographs document student life, Class officers, Jester Day, ring picking ceremony, picking daisies for daisy chain, male students on campus, Junior Show, Junior Marshals, gymnasium renovations, Class Day, and commencement. Other items include: class song lyrics, class colors and motto, monthly summaries of campus activities, newspaper clippings regarding student life and the Freshman Ball, programs from "Shibus" (Freshman dance), "A Walk on Bourbon Street" (Freshman Talent Show), Parents Weekend, Founders Day, and "Lilom"; napkins from "Shibus" and "A Walk on Bourbon Street"; office and committee reports; election ballots for Junior house president and Junior Marshals; the class newspaper; and correspondence from NBC news anchor David Brinkley explaining that he could not be the commencement speaker. Paintings and ephemera decorate the pages in the scrapbook.



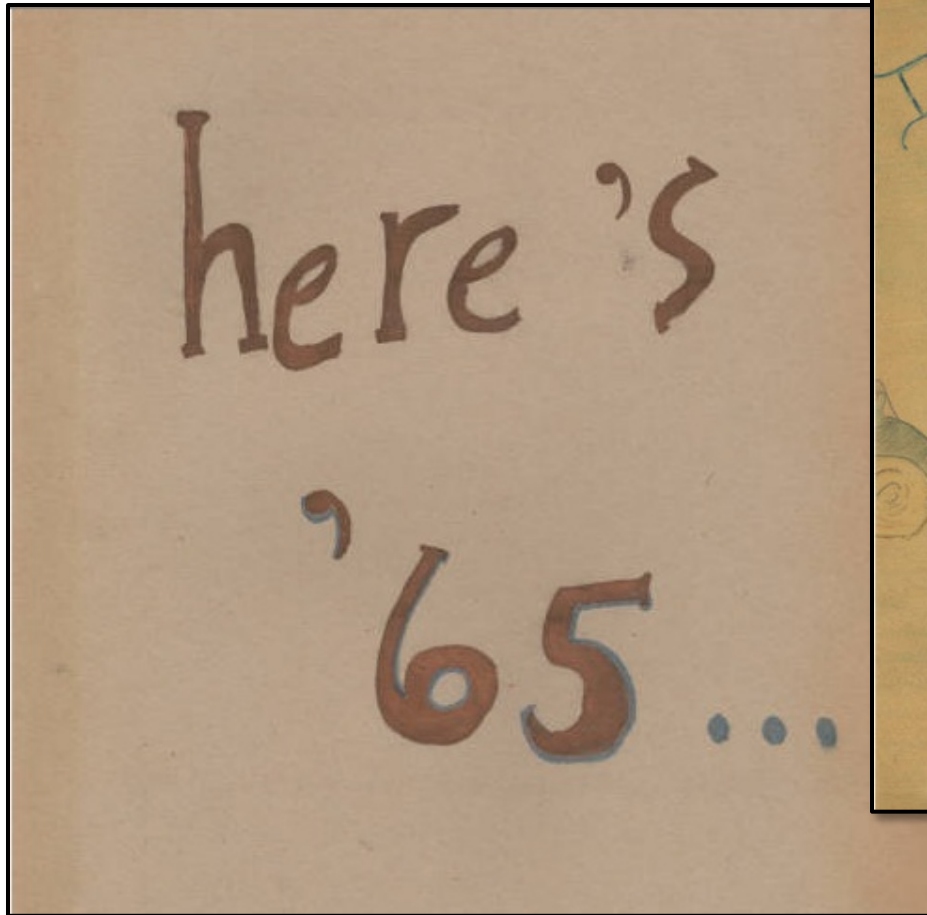
JUNIOR MARSHALLS



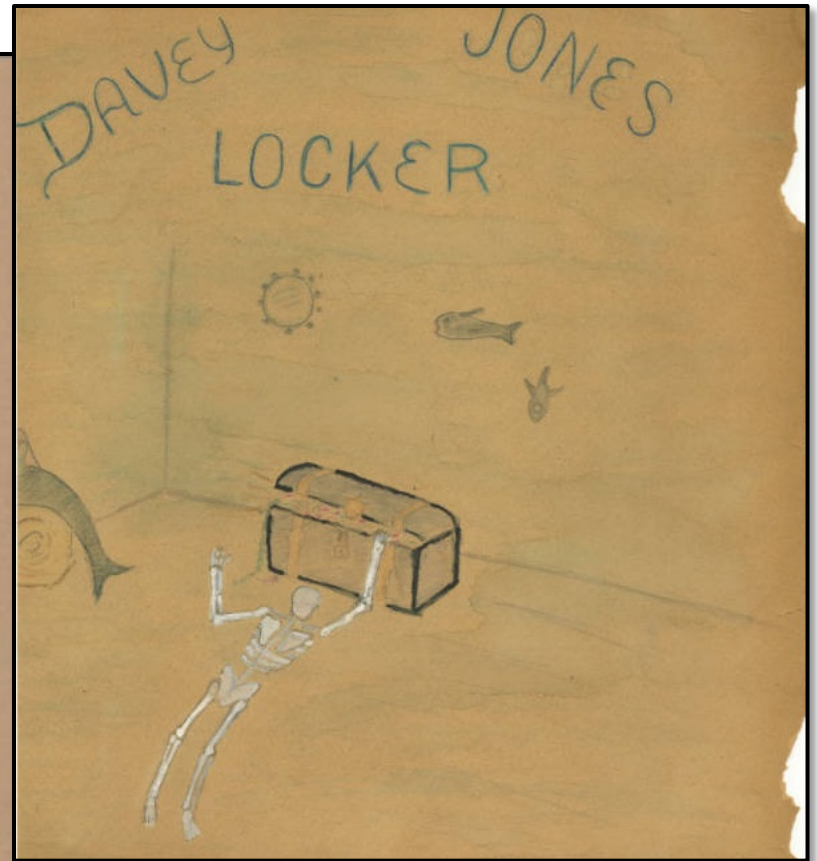
They Call It PROGRESS!



TITLES



[Class of 1965 Scrapbook]



[Junior Physical
Education Major Camp
Scrapbook, 1951]



SHARED METADATA

By Format

image

242

Contributing Institution

University of North Carolina at
Greensboro x

Partner

North Carolina Digital Heritage
Center

242

By Date

From

Month

Day

Year

To

Month

Day

Year

Update

IMAGE

[Student dance scrapbooks: Senior Class Formal, 1947]

Woman's College of the University of North Carolina. Senior Class.
Dance Committee

This scrapbook, created by members of the Senior Class Dance Committee at Woman's College of the University of North Carolina (now The University of North Carolina at Greensboro), contains materials relating to the Senior Class formal dance held on October 25, 1947. The scrapbook contains correspondence, an orchestra contract, and dance committee reports detailing committee duties and financial expenditures.

[View Object](#) 



IMAGE

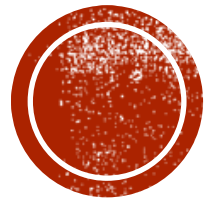
[Student dance scrapbooks: Elliott Hall Ball, 1954]

Woman's College of the University of North Carolina. Elliott Hall.
Ball Committee

This scrapbook, created by members of the Elliott Hall Ball Committee at Woman's College of the University of North Carolina (now The University of North Carolina at Greensboro), contains materials relating to the Elliott Hall Ball, held on October 30, 1954 in Elliott Hall. The scrapbook contains dance committee reports detailing committee duties and financial expenditures. The front cover is decorated with hand-painted leaves and gold letteri...

[View Object](#) 





ONLINE PRESENTATION



THE ISSUES

- Displaying pages, attached items, and foldouts.
- How to deal with multipage attached items.
- How to do all this while not spending hours manually editing metadata and creating compound objects.

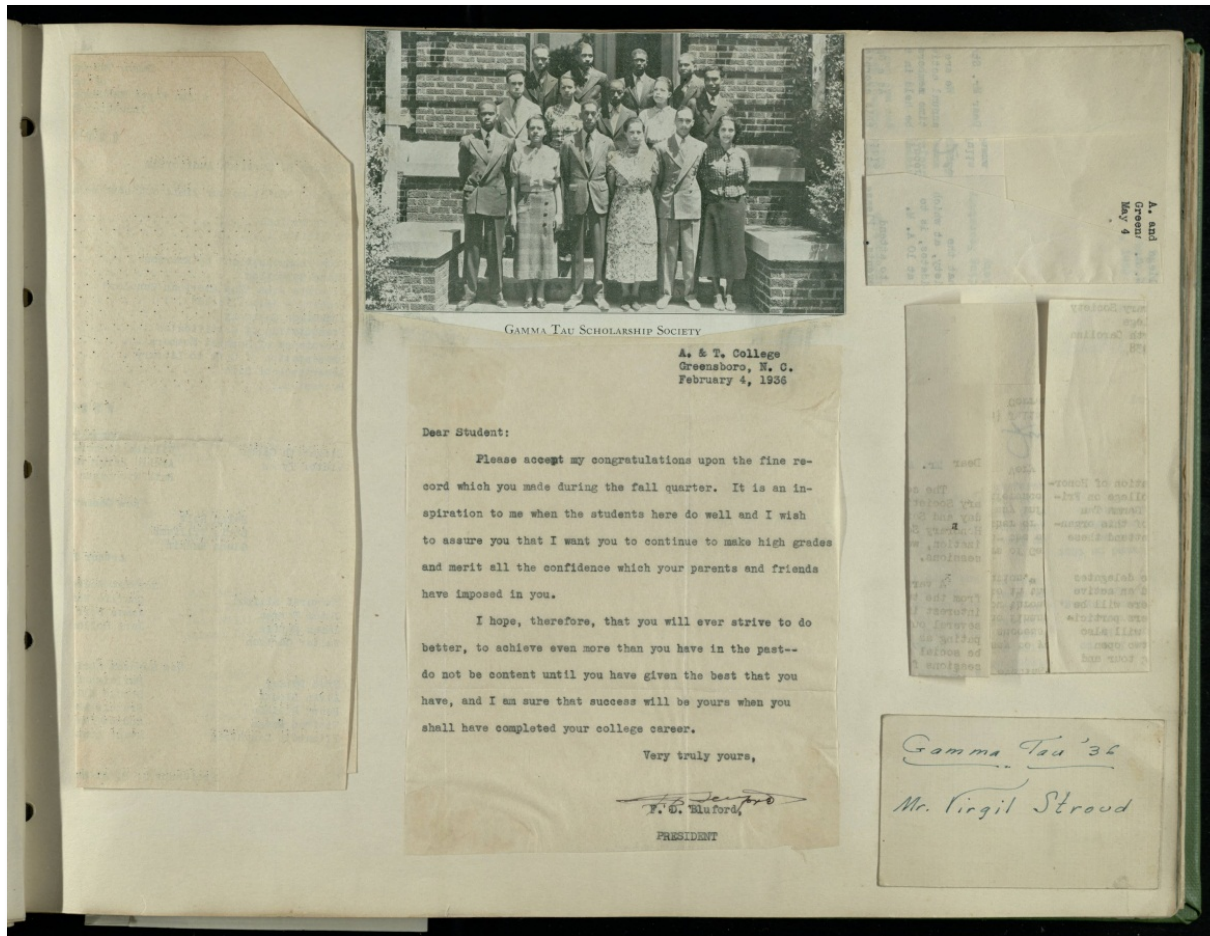


CONTENTdm LICENSE CONSIDERATIONS

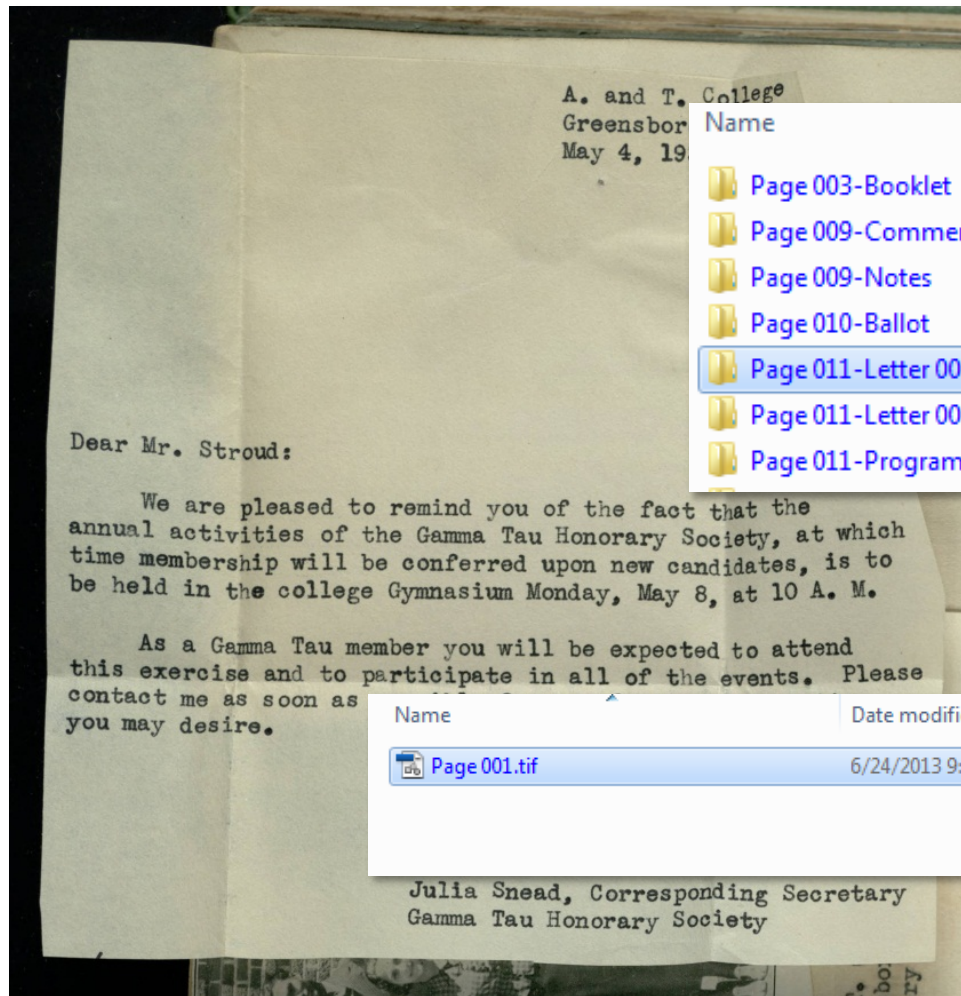
- CONTENTdm License
 - Access format
 - # of scrapbook pages vs. # of items
 - What if we had been hosted?



MASTER PAGE SCAN



FOLDOUT



Name	Date modified	Type
Page 003-Booklet	10/4/2013 10:45 AM	File folder
Page 009-Commencement-Program	10/3/2013 2:41 PM	File folder
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Page 011-Program	10/3/2013 2:41 PM	File folder

Name	Date modified	Type	Size	Dimensions
Page001.tif	6/24/2013 9:50 AM	TIF File	9,163 KB	1741 x 1792



COMPOUND OBJECTS

Use Object List import if you have compound objects to import with one text file that lists all the compound objects. Page-level metadata cannot be entered with this method.

What type of compound object would you like to create?

- ☐ Document. Document with no hierarchy.
- ☒ Monograph. Document with hierarchy, such as chapters in a book.
- ☐ Picture Cube. Object with six views, such as statues or buildings.
- ☐ Postcard. Object with two sides, such as a postcard or baseball card.

Object List

Select the tab-delimited text file and the directory name where the files reside.

File name:

Browse

Scans directory:

Browse



COMPOUND OBJECTS

Title	Place	Description	Type	Content formats
[Shaw Hall Scrapbook, 1952-1953]	Greensboro (N.C.)	This scrapbook, created by residents of Shaw Hall, contains materials relating to the 1952-1953 school year at Woman's College of the University of North Carolina (now The University of North Carolina at Greensboro). Scrapbook contents include a list of residence hall officers and campus leaders from Shaw, Alumnae News covers with notations of Shaw residents, programs from the Senior Show, the Senior class banquet, a Civic Music Association production, and a Dolphin-Seal event; and Hallball program "Gertie's Gridiron Greats vs. The Phantoms," with a notation that Hallball was originated by Miss Ellen Griffin of the Woman's College Department of Physical Education. Numerous newspaper articles are included relating to Founders Day, social events, Eleanor Roosevelt's visit, the arrival of international students, a Japanese student who survived World War II air attacks, performances, wedding announcements, a Hallball game, cartoons, May Day, and campus leaders from Shaw. Photographs depict Counselor Miss Marjorie Toole, housekeepers Nolia and Victoria, student residents, campus views, and the senior-sophomore party. Pages of the scrapbook are decorated with drawings, paintings, and cut outs.	Image	correspondence;drawings; May Day programs;newspaper clippings;paintings;photographs;publication clippings;
[Shaw Hall Scrapbook, 1956-1957]	Greensboro (N.C.)	This scrapbook, created by residents of Shaw Hall, contains materials relating to the 1956-1957 school year at Woman's College of the University of North Carolina (now The University of North Carolina at Greensboro). Scrapbook contents include a list of student residents and their home addresses, a Shaw Residence Hall prophecy, and lyrics for "Shaw Song," "Sister Song," "College Song," and "Songs for a Dorm Sing." Photographs document events, groups, and individual students, including Bettye Tillman, one of the early African American students. This scrapbook is dedicated to Celeste Ulrich.	Image	drawings;photographs;song lyrics;
[Shaw Hall Scrapbook, 1961]	Greensboro (N.C.)	This scrapbook, created by residents of Shaw Hall, contains materials relating to the 1961 school year at Woman's College of the University of North Carolina (now The University of North Carolina at Greensboro). The scrapbook contains a post office combination card, a class jacket packing slip, Shaw Hall theme song lyrics, a semester registration card, Rat Day instructions, "It's Sister Day!" song lyrics, a 1961 blue and white beanie, a spring dance card, "Oh College Dear, To You" booklet, and a list of 1957-1958 Shaw Hall residents. The scrapbook also includes photographs, which depict events, groups, and individuals, with captions.	Image	correspondence;dance cards;ephemera;musical programs;newspaper clippings;photographs;song lyrics;textiles;



COMPOUND OBJECTS

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection Default [A&T Stroud scrapbook...

Find & Replace Replace Item Spell Check More Actions ... Project Tab Items: Save & Back Save & Next Close

Textiles, Teachers, and Troops

Default

[A] Stroud scrapbook III, Class of 193
Type: Monograph (302 pages)
Page 011

View

Item Editing Tasks

Replace Thumbnail

Permissions

Other Tasks

View Upload Manager

Edit Metadata Template

Edit Project Settings

Administration

CONTENTdm Administration

Save

View Structure

[A&T Stroud scrapbook III, Class

Front Cover Outside

Front Cover Inside

Page 001

Page 002 blank

Page 003

Page 003-Booklet

Page 004

Page 005

Page 006

Page 007

Page 008

Page 009

Page 009-Commencement-F

Page 009-Notes

Page 010

Page 010-Ballot

Page 011

Page 011-Letter 001

Page 011-Letter 002

Page 011-Program

Page 001

Page 012

Page 012-Letter 001

Page 012-Program

Page 013

Page 013-Article

Page 014

Page 015

Page 015-Card

Field Name	Field Values
Title	Page 011
Date	
Date approximate?	
Date range	
Creator (individual)	
Creator (group/organization)	
Contributors (individual)	
Contributors (group/organization)	
LC subject headings	
Local subject headings	
Coordinates	
Place	
Description	
Type	
Original format	
Original dimensions	
Place of publication	
Original publisher	
Language	
Collection context	
Contributing institution	

Last upload finished Saturday, April 05, 2014 8:24:06 PM [show details](#)

Page 010

Page 010-Ballot

Page 011

Page 011-Letter 001

Page 011-Letter 002

Page 011-Program

Page 001

Page 012

Page 012-Letter 001

Page 012-Program



CONTENTdm DISPLAY

[illegible]

CONTENTdm DISPLAY

Page 001

◀ Previous 52 of 302 Next ▶

View Description

Page Flip View

View Image & Text

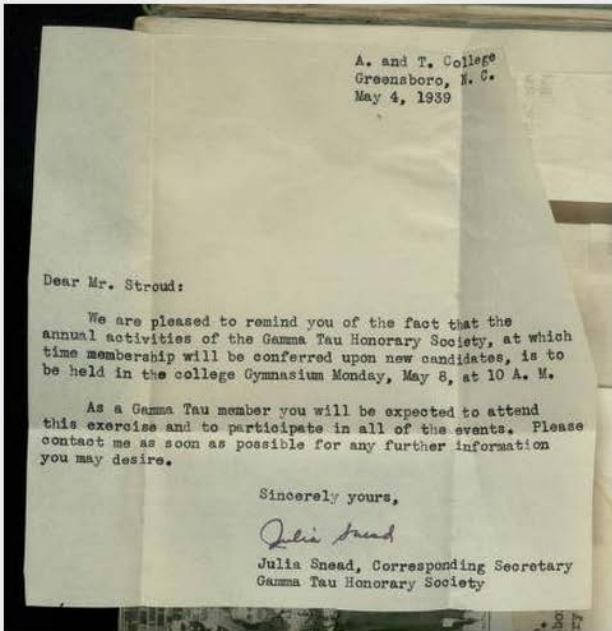
Download

Print

Image

Text

Text Search...



A. and T. College
Greensboro, N. C.
May 4, 1939

Dear Mr. Stroud:

We are pleased to remind you of the fact that the annual activities of the Gamma Tau Honorary Society, at which time membership will be conferred upon new candidates, is to be held in the college Gymnasium Monday, May 8, at 10 A. M.

As a Gamma Tau member you will be expected to attend this exercise and to participate in all of the events. Please contact me as soon as possible for any further information you may desire.

Sincerely yours,
Julia Snead
Julia Snead, Corresponding Secretary
Gamma Tau Honorary Society

Thumbnails

Content

[A&T Stroud scrapbook III, Class of 1937 and other events]

Page 010-Ballot

- Page 011

Page 011-Letter 001

- Page 001

Page 011-Letter 002

Page 011-Program

- Page 012

Page 012-Letter 001

Page 012-Program

- Page 013

Page 013-Article

- Page 014

- Page 015

Page 015-Card

Page 015-Flyer in Envelope

Page 015-Program 001

Page 015-Program 002

Page 015-Program 003

- Page 016a Front

Page 016a Front-Invitation

Page 016a Front-Program



CONTENTdm DISPLAY

[The Wesley Foundation scrapbook, 1939-1940, volume 2]

Page 001

94 of 253

Next ▶

[View Description](#)

[View Image & Text](#)

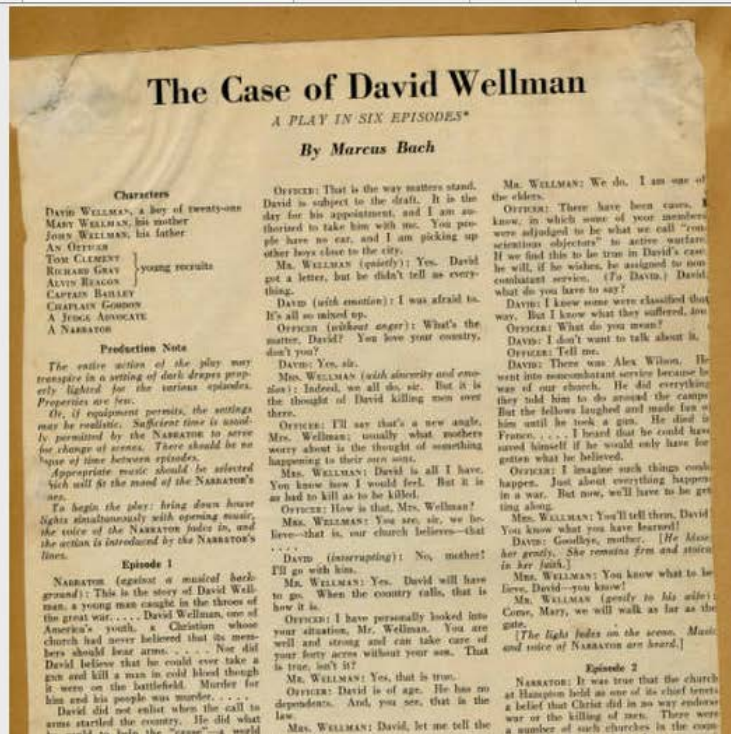
[Download](#)

[Print](#)

Image

Text

[Text Search...](#)



Thumbnails

Content

[The Wesley Foundation scrapbook, 1:
volume 2]

- Page 006

- Page 007

- Page 008

▣ Page 008-The Case of David Wellman

- Page 001

- Page 002

- Page 003

- Page 009

- Page 010

▣ Page 010-Anne Hutchinson

- Page 011

- Page 012

▣ Page 012-Brochure

- Page 013

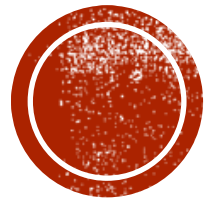
- Page 014

- Page 015

- Page 016

- Page 017





IN THE CLASSROOM



SCRAPBOOKS IN THE CLASSROOM

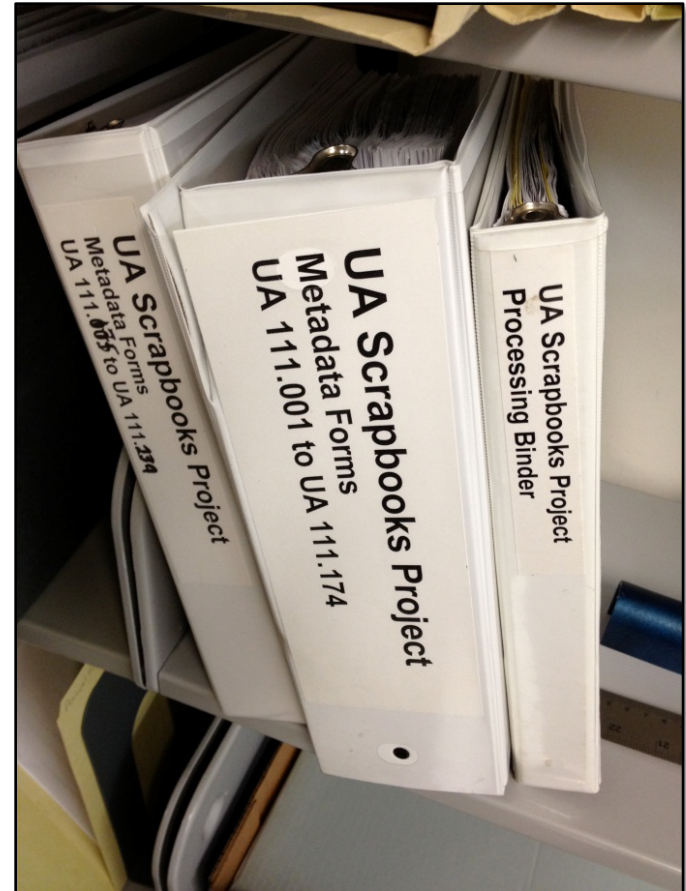




CONCLUSION(S)

LESSONS LEARNED

- Collaboration
 - Learning opportunities
 - Expectations and assumptions
- Communication
 - Physical separation and status updates
- Workflow
 - Match up skill sets and tasks
 - Organic hybrid – paper/online



WAS IT WORTH IT?



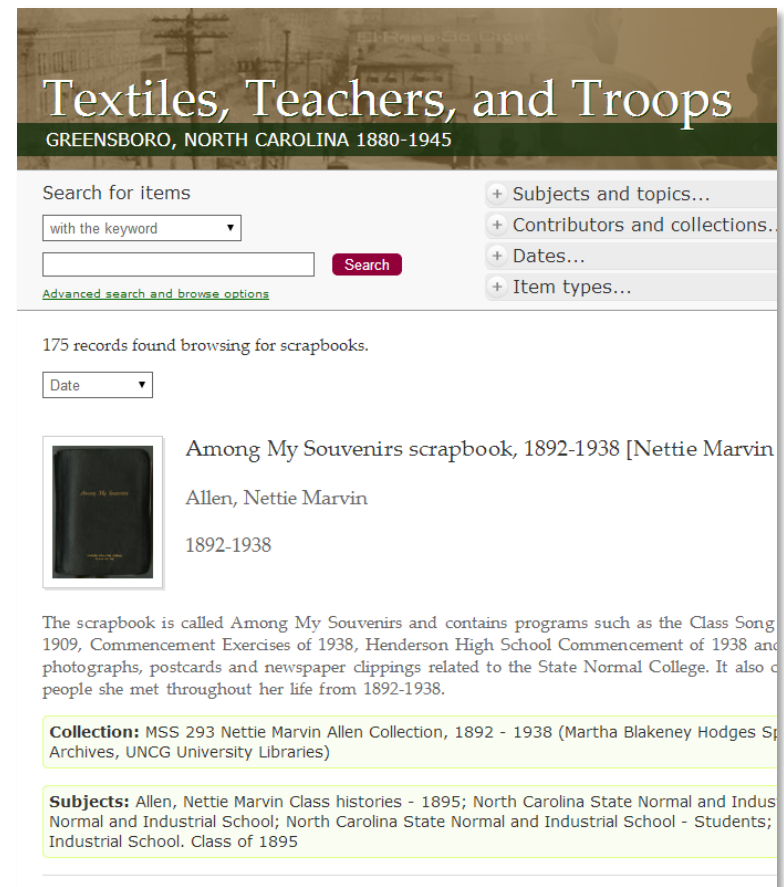
Yes! And here's why:

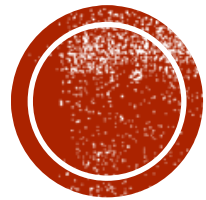
- Value of the collection
- Collaborative approach
- Future applications
- Back to the archives



THE FUTURE

- The present, actually...
- More scrapbooks:
 - From UNCG Manuscript Collections
 - From community partners as part of *Textiles, Teachers, and Troops*.
 - From *Women Veterans Historical Project*.
 - By the end of the year, we will have more than 400 scrapbooks online.





QUESTIONS?

CONTACTS



- **Anna Craft**
Metadata Cataloger
arcraft@uncg.edu
- **David Gwynn**
Digital Projects Coordinator
jdggwynn@uncg.edu
- **Kathelene McCarty Smith**
Artifacts, Textiles, Digital Projects Archivist
kmsmi24@uncg.edu



WEBSITES

- **University Archives Scrapbooks:**
<http://libcdm1.uncg.edu/cdm/universityhistorycollections>
- **Manuscript Scrapbooks:**
<http://libcdm1.uncg.edu/cdm/landingpage/collection/MSS>
- **Textiles, Teachers, and Troops:**
<http://digitalgreensboro.org/>

